

## **DEPUTY FIRE MARSHAL**

### **DEFINITION**

Under direction, to participate in the development, command, administration and coordination of the City's fire prevention function; to perform a full range of technical fire prevention duties; provide responsible administrative and technical support to the Fire Chief and others; and to perform related work as required.

### **CLASS CHARACTERISTICS**

This is a management classification and the incumbent receives direction from the Fire Chief. Incumbent exercises direct supervision over assigned personnel.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Participates in critical planning and development activities; plans, organizes, coordinates activities with, and conducts and attends meetings with various personnel involved in community development activities including developers, architects, contractors, business owners, other Fire Department staff, and the City's building and engineering functions; serves as the Fire Department's representative on the City's Project Evaluation Committee
- Performs technical plan reviews; reviews plans of proposed residential, commercial and industrial complex developments from preliminary proposal, improvement plans, final map recordation, construction and installation of fire and life safety systems; conducts EIR reviews
- Performs technical field inspections; performs inspections on new and remodeled construction, changes in occupancy/use, and special requests to ensure compliance with local, state, and federal codes, regulations, ordinances, laws and construction standards for the installation of public improvements, fire and life safety equipment, addressing and access/egress in and to structures
- Plans, coordinates, and supervises the acceptance of public improvements; performs or delegates acceptance inspections for the installation of fire hydrants
- Participates in fire cause and origin investigations; assists Chief Officer or serves as lead investigator in order to determine fire cause and origin
- Plans, coordinates and supervises mapping of new developments; receives, documents, and distributes information to appropriate staff; supervises the insertion of new development maps into department base maps and emergency response guides
- As assigned, performs the duties of Communications Officer; receives and issues Fire Department communication equipment to staff and volunteers; maintains accurate inventory levels; budgets for and purchases new equipment; coordinates equipment repair and replacement

- Performs various functions within the Incident Command System; performs duties as a Firefighter, Company Officer, or Duty Officer on an as-needed basis
- Develops and presents educational programs, speeches and learning activities to provide information about fire prevention to a variety of audiences; arranges necessary materials, equipment and personnel; sets up for events and programs as necessary
- Represents the Fire Department to other City departments, elected officials, outside agencies and the community in a courteous, professional manner
- Assists in a variety of operational and administrative activities including establishing fire prevention goals and objectives, preparation of budgets, researching information, preparing reports, and providing administrative support to management staff
- Stays abreast of new trends and innovations in the field of fire prevention; maintains certifications as required

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of program development and administration
- Modern organization and management practices as applied to the analysis and evaluation of programs, policies, and operation needs
- Modern principles, practices, procedures, and methods of fire prevention and fire suppression
- Principles, practices, procedures, and methods of modern fire investigation techniques
- Proper inspection methods and procedures including safety hazards that may be found in various occupancies and methods used in testing and inspecting fire prevention equipment
- Pertinent federal, state, and local laws, codes and regulations
- Principles and practices of supervision, training and staff development
- Procedures, methods, and techniques used in effective oral presentations
- Correct English usage, grammar, spelling and punctuation
- Modern office practices and technology including personal computer hardware and software
- Principles and procedures of record keeping, business letter writing, and report preparation
- Operation and maintenance of various apparatus and equipment used in modern fire fighting activities
- Medical aid, rescue and resuscitation equipment practices
- Principles and practices of hazardous materials management
- Safe work practices

### **Skill in:**

- Effectively coordinating and scheduling a variety of activities and projects

- Working with a wide variety of individuals in a courteous, tactful manner in order to correct identified safety hazards and to respond to a wide variety of requests and inquiries
- Understanding, interpreting, and applying pertinent laws, codes, ordinances, rules, and regulations
- Reading blueprints, calculating occupancy loads, and classifying buildings by occupancy and construction type
- Identifying hazard types and classifying individual hazards into appropriate categories
- Coordinating and participating in fire or arson investigations including creating scene sketches, documentation, and operation of any required equipment
- Testifying in a court of law in a clear and concise manner
- Coordinating and participating in fire prevention and public education activities in the community
- Preparing clear and concise oral presentations and written reports
- Reading, understanding and interpreting fire prevention publications and materials
- Gathering, analyzing, and compiling technical and statistical information and preparing reports
- Understanding and acting in accordance with City and Fire Department policies, procedures, and rules
- Thinking clearly and effectively and acting decisively in emergency situations
- Responding to alarms and promptly obeying all orders given by Incident Commander or superior officer
- Operating, maintaining and repairing fire equipment and apparatus
- Meeting the accepted standards of adequate physical endurance, agility, health and vision
- Supervising, training and evaluating the work of assigned staff
- Learning local geography including location of water mains, fire hydrants, and target areas of the City
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to an Associates degree with major course work in fire science or a closely related field, supplemented by specialized classes or training in the Uniform Fire and Building Codes, National Fire Code, NFPA Fire Protection Handbook or other closely related education or training, **AND** six (6) years of increasingly responsible full time experience in an organized fire department including three (3) years of responsible duties in a fire prevention program; supervisory experience is highly desirable.
- Successful completion of the following is required: Fire Command 1A and 1B, Fire Prevention 1A and 1B, Fire Instructor 1A, and Fire Investigation 1A and 1B.

## **LICENSES AND CERTIFICATES**

Valid State of California Class B operator's license

Valid First Aid and CPR certifications

State of California Firefighter I and Firefighter II Certificates

State of California Certified Fire Officer Certificate

## **PHYSICAL DEMANDS**

Work is performed in an office and field environment, in emergency and non-emergency settings and requires driving on surface streets and occasional exposure to traffic hazards, weather conditions, fire hazards, electrical currents and air contaminants. Requires the mobility to work in an office and field environment; on an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or field work; lift light to moderately heavy weights. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment and driving a motor vehicle. Requires manual dexterity to perform simple grasping and fine manipulation including operating a keyboard; vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone or radio.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.